WASHINGTON STATE DEPARTMENT OF LICENSING

Vehicle/Vessel Contract Application

Use this form to apply for access to vehicle/vessel records. Send the complete form with a copy of your business license and other required documents by fax to: **(360) 570-7895** or email (print and scan or upgrade to **Adobe Reader XI** or above) to: **vsdisclose@dol.wa.gov**.

Please allow 14 business days to process and respond to your request.

We are committed to protecting personal information and there is no guarantee you will be approved. We release records only as allowed by state and federal laws, including the Driver Privacy Protection Act (DPPA). The DPPA also restricts redisclosure of personal information you receive.

Fees

IVIPS contract fees: There is a 4-cent fee per record search, and businesses must pay an additional $2 for each record accessed. Government entities are exempt from the $2 fee.

Bulk records contract fees: There is a 1-cent fee per record. The contractor is also responsible to pay a onetime set-up fee and monthly maintenance fee. Setup and maintenance fees may vary for bulk records.

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1 Method of access you are requesting

- ☑ IVIPS *(Individual record inquiries)* – (360) 359-4001   Current IVIPS number, if applicable ▮13a▮
- ☐ Bulk vehicle/vessel records *(Batch process)* – (360) 902-3673

PRINT or TYPE Company/Agency name
PROGRESSIONS CREDIT UNION

Primary contact name	(Area code) Telephone number	(Area code) Fax number
MARI ZUMBIEL	(509) 535-0191	(509) 622-2050

Email	Website
mariz@progressionscu.org	www.progressionscu.org

Secondary contact name	(Area code) Telephone number	Email
NANETTE EDGETT	(509) 535-0191	nanettee@progressionscu.org

Contract manager name	(Area code) Telephone number	Email
MARI ZUMBIEL	(509) 535-0191	mariz@progressionscu.org

Physical address of business *(Number and street, City, State, ZIP code)*
2919 E MISSION AVE SPOKANE WA 99202-3691

Mailing address of business, if different *(Address or PO Box, City, State, ZIP code)*

Provide **one of** these identifiers:	Tax Identification Number (TIN)	Federal Employer Identification Number (EIN) ▮6a▮	WA Unified Business Identifier (UBI) 601133758

2 Provide a detailed explanation of your primary business activity (exactly what your business does).

We are a financial institution that provides savings and lending (including vehicle and vessel loans) to our members.

3 Check all that apply to you and/or your business

- ☐ Attorney
- ☐ Auction
- ☐ Auto manufacturer or agent
- ☐ Bail bonds
- ☐ Bank or financing firm
- ☐ Business
- ☐ Commercial parking company
- ☑ Credit union
- ☐ Data broker/Reseller
- ☐ Debt recovery/Collection
- ☐ Employer/Prospective employer
- ☐ Government
- ☐ Guardianship/Trustee service
- ☐ Homeowner association
- ☐ Hospital
- ☐ Hulk hauler
- ☐ Insurance company/agent

- ☐ Lien service
- ☐ Marina
- ☐ Neighborhood block watch
- ☐ Newspaper or media
- ☐ Non-profit organization
- ☐ Parking enforcement
- ☐ Private investigator
- ☐ Process server
- ☐ Property mgmt. - Government
- ☐ Property mgmt. - Private
- ☐ Repossession service
- ☐ Retail/Store
- ☐ School - Private
- ☐ School - Public
- ☐ Scrap processor or wrecker
- ☐ Security services - Government
- ☐ Security services - Private

- ☐ Service bureau for another business
  Provide business name:
  _____
- ☐ Storage facility
- ☐ Title/Escrow
- ☐ Toll facility
- ☐ Towing company
- ☐ Transporter
- ☐ Union (non-profit)
- ☐ Vehicle/Vessel dealer
- ☐ I represent a business that will provide information to another party
  Provide business names:
  _____
- ☐ Other (explain)
  _____

4 Explain in detail why you need vehicle/vessel information. Give examples. Attach additional pages if necessary.

To verify vehicle/vessel ownership, title status, and legal ownership as part of the lending process and to verify our interest is protected if vehicle/vessel has been used as collateral for a loan.

5 Redisclosure and/or selling of information

Will you sell or provide the information to anyone else? .... ☐ Sell ☐ Provide ☑ No

If no, skip to Section 6.

If yes, who will you provide or sell the information?

The release and redisclosure of personal information is restricted by state and federal laws. How do you ensure recipients are entitled to personal information under these laws?

How will you provide the information to recipients? Explain.

6 Owner contact

Will you contact the vehicle/vessel owner? .... ☐ Yes ☑ No

Unsolicited business contact for commercial purposes is strictly prohibited.

If yes, why will you contact the owner and how will you contact them?

7 Answer the following

1. Do you agree not to sell or provide the information to any third party that has not been disclosed
   as part of this application?.. ☑ Yes ☐ No
2. Do you agree not to use the information for any purpose other than reasons stated on this
   application? .... ☑ Yes ☐ No
3. Do you agree not to use, or facilitate the use of, the information for commercial purpose, making
   unsolicited business contact, or promoting the sale of any goods or services?.................. ☑ Yes ☐ No

8 Check all that apply

☐ **I represent a government agency.** Agency name: _____

Do you agree the information you receive will only be used in an official capacity and solely for carrying out the functions of your agency?.................................☐ Yes ☐ No

☑ **I represent a Washington State business.** Attach legible copies of:
- your current business license
- any/all professional licenses that you possess

☐ **I represent a business outside Washington State.** If your business is not required to be licensed in the state of Washington, attach a legible copy of either
- your current business license
- a letter with a signature of the owner or authorized representative indicating you are their agent. The letter must include your Federal Employer Identification Number (EIN) or Federal Tax Identification Number (TIN).

☐ **I am a process server.** Attach legible copies of:
- your current business license
- any/all professional licenses that you possess
- registration for county jurisdictions

☐ **I represent a non-profit organization or corporation.**
1. Attach a legible copy of one of the following:
   - Your Articles of Incorporation, filed with the Secretary of State
   - Your Tax Exempt Status from the Internal Revenue Services (501)(c)(3)
   - Other documents reviewed and approved by the Department of Licensing Public Records Officer
2. Submit a letter with a signature of the business owner or authorized representative indicating you are their agent.

☐ **I represent a data broker/reseller** – attach a legible copy of your current business license.
IVIPS applicants must also include:
- subscriber roster (provided on page 4)
- subscriber agreements

☐ **I am an attorney.*** Attach legible copies of:
- your current business license
- your current bar card

☐ **I am a private investigator.*** Attach legible copies of:
- your current Private Investigator license
- your current business license

*Whenever an attorney or private investigator accesses a vehicle record in IVIPS, we will send a notification letter to the vehicle owner. RCW 46.12.635

Knowingly making a false statement or concealing a material fact required in this request or making false representation to obtain any personal information from an individual's motor vehicle record is subject to federal criminal fines under the DPPA and RCW 46.12.640

By signing or typing your name, you are certifying under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

PRESIDENT/CEO
_____
Title

9/16/2014 Spokane WA
_____
Date and place (county) signed

X ~~Mari Zumbiel~~
Signature

Federal Driver Privacy Protection Act (DPPA) 18 U.S.C. §2721 through §2725
Washington State laws RCW 42.56, RCW 46.12, RCW 47, WAC 308-10, and WAC 308-93

We are committed to providing equal access to our services. If you need accommodation, please call (360) 359-4001 or TTY (360) 664-0116.

Subscriber Roster (Data brokers/resellers applying for IVIPS must complete this section)

Each data broker or reseller must:
- Maintain a legible Subscriber Roster and complete all fields
- Record all subscribers
- Document the specific permissible use each subscriber qualifies
- Retain Subscriber Roster for 6 years and provide to DOL when requested

Your contract and/or IVIPS access may be terminated if you do not maintain a complete and legible Subscriber Roster.

NOTE: When a subscriber gives information to an attorney or private investigator, a notification letter must be sent. Failure to send a notification letter is a violation of your contract and Washington State laws. A sample notification letter is at **https://fortress.wa.gov/dol/ivipsprod/.**

In the *Subscriber's permissible use* box, provide a specific description of why the subscriber needs access to personal information. For example, "information is used in the processing of insurance claims investigations." A vague answer, such as, "check who owns the vehicle," is unacceptable.

#	Legal business name	Contact name	Email	Telephone #
1	Progressions Credit Union	Nanette Edgett	nanettee@progressionscu.r	(509) 535-0191
	Address, City, State, ZIP code 2919 E Mission Ave Spokane WA 99202		**Subscriber's permissible use** information is used for the tracking of titles as part of the lending process	
	Does the subscriber provide information to an attorney or private investigator? ☐ Yes ☑ No			
2	Progressions Credit Union	Jana Earle	janae@progressionscu.org	(509) 535-0191
	Address, City, State, ZIP code 2919 E Mission Ave Spokane WA 99202		**Subscriber's permissible use** information is used in the processing of vehicle/vessel loan applictions	
	Does the subscriber provide information to an attorney or private investigator? ☐ Yes ☑ No			
3	Progressions Credit Union	Herb Anderson	herba@progressionscu.org	(509) 535-0191
	Address, City, State, ZIP code 2919 E Mission Ave Spokane WA 99202		**Subscriber's permissible use** information is used in the processing of vehicle/vessel loan applications	
	Does the subscriber provide information to an attorney or private investigator? ☐ Yes ☑ No			
4	Progressions Credit Union	Barbara Stout-Henggeler	barbaras@progressionscu.r	(509) 535-0191
	Address, City, State, ZIP code 2919 E Mission Ave Spokane WA 99202		**Subscriber's permissible use** information is used in the processing of vehicle/vessel loan applications	
	Does the subscriber provide information to an attorney or private investigator? ☐ Yes ☑ No			
5	Progressions Credit Union	Kathryn Navarro	kathrynn@progressionscu.	(509) 535-0191
	Address, City, State, ZIP code 2919 E Mission Ave Spokane WA 99202		**Subscriber's permissible use** information is used in the processing of vehicle/vessel loan applications	
	Does the subscriber provide information to an attorney or private investigator? ☐ Yes ☑ No			
6	Legal business name	Contact name	Email	Telephone #
	Address, City, State, ZIP code		**Subscriber's permissible use**	
	Does the subscriber provide information to an attorney or private investigator? ☐ Yes ☐ No			
7	Legal business name	Contact name	Email	Telephone #
	Address, City, State, ZIP code		**Subscriber's permissible use**	
	Does the subscriber provide information to an attorney or private investigator? ☐ Yes ☐ No			

Use additional copies of this page, if needed. You may create your own Subscriber Roster as long as it contains all of the data fields on this form.

Redaction Log

Reason	Page (# of occurrences)	Description
13a	**1** (1)	RCW 42.56.420(4). Security – Computer and Telecommunications Networks. Information regarding the infrastructure and security of computer and telecommunications networks, consisting of security passwords, security access codes and programs, access codes for secure software applications, security and service recovery plans, security risk assessments, and security test results to the extent that they identify specific system vulnerabilities.
6a	**1** (1)	RCW 42.56.230(5); RCW 9.35.005. Personal Information – Financial Information. Credit card numbers, debit card numbers, electronic check numbers, card expiration dates, social security numbers, bank or other financial information identified in RCW 9.35.005. Information in RCW 9.35.005 is information identifiable to an individual that concerns the amount or conditions of an individual's assets, liabilities or credit: account numbers and balances; transactional information concerning an account; codes, passwords, social security numbers, tax identification numbers, driver's license or permit numbers, state identicard numbers issued by the Department of Licensing, and other information held for the purpose of account access or transaction initiation.